

## 2017 Regional Critical Care Conference Abstract submission

Abstracts are now open for submission to the 2017 Regional Critical Care Conference (RCCC). The theme for this year is 'Integrated Critical Care: Piecing it Together'. The two day conference will provide an inter-professional patient-centred exploration of the pre-hospital, Emergency Department, Intensive Care Unit, anaesthesia and recovery domains and technologies of critical care. Understanding the rural/regional implications of critical care is a focus for the RCCC 2017 program.

All abstracts will be reviewed by a panel of university academics and clinicians associated with the RCCC committee. Preference will be given to abstracts congruent with the theme and intensions of the conference.

### Guidelines

Abstracts will be accepted from 27 March 2017 to 18 June 2017.

All abstracts must be submitted to [criticalcareconference@bendigohealth.org.au](mailto:criticalcareconference@bendigohealth.org.au). Please submit only .doc, .docx (MS Word 97/2003/2007/2010 accepted) files. No other forms of submission will be accepted. The conference organisers will bind all abstracts prior to the review process.

You are required to submit only one version of your abstract.

It is strongly recommend that you carefully read the guidelines below and read the abstract template before preparing and submitting your abstract.

#### **Please ensure you adhere to the following points:**

Abstracts must be 300 words or less. Write the word count at the end of the abstract.

No references, acknowledgements, graphics, tables, footnotes or images should be included with your abstract (put them in the presentation).

### Format

Abstracts must be formatted to an A4 page. The font should be Times New Roman, 10 point, single spaced.

The title should be in bold type and centred across the page, and a maximum of 120 characters including spaces. Include one line space between the title and the name(s) of the author(s) and between author name(s) and affiliation(s). Please leave one line between paragraphs.

Authors' names (a maximum of five may be listed) should include first initial and last (surname) name only (eg. J. Smith). No title, including Prof, Dr, PhD, or MD, should be used. Authors' affiliation/s should be centred and be provided using superscripts (eg. J. Smith<sup>1</sup>) with the name of the organisation/s provided after the author/s (eg. 1. Wellbeing Health Service). Author/s may have more than one affiliation. Underline the presenting author's name and include their email address.

## Abstract template

The following is a template that you can use to prepare your abstract. Details about what to include are incorporated. All abstracts need an introduction and conclusion, but the use of other headings will depend on the nature of your presentation. For example, if you are presenting an empirical research study you will need to add methods, results and discussion (or something similar). Conversely, if you are presenting a commentary or case study/series you won't have a method section.

### TITLE

The title should be in upper and lower case, bold and centred on the page. Please do not put a full stop at the end of your title.

### AUTHOR/S

Authors' names should be listed here, following the instructions above.

### INTRODUCTION

The introduction should provide a background to the presentation. It sets the scene for the rest of the abstract. Provide the reader with an overall aim of the presentation. This might be a research/quality assurance study aim (+/- hypothesis)/objective or a sentence about a review, case report/series or similar that you are presenting. Depending on the nature of your presentation it may be appropriate to include SMART objectives (Specific and not broad, Measurable, Achievable, Relevant and Time-bound).

### METHOD

If you are presenting a research study, provide details of how it was done. Depending on the study this may include theoretical approach/framework, research design, sample (+/- study population, sample size, type of sampling, inclusion/exclusion criteria), recruitment, data collection (including tools used to collect data), analysis (statistical tests or other analysis techniques) and relevant ethics committee approval.

### RESULTS

Ensure your results are presented succinctly and are linked to the aim and methods used in the study. In quantitative studies, if you report measures of associations, also report confidence intervals. In qualitative studies, give an overview of important findings, themes or theory development.

### DISCUSSION

Provide a summary of the results. Compare the similarities and/or differences in your findings with those in other relevant literature. You can express opinions about the clinical/practice significance/implications of the work. You may wish to briefly summarise the limitations of your work and make recommendations for future research.

Depending on the nature of the presentation you may wish to combine the results and the discussion.

### CONCLUSION

The conclusions should be based on the facts in evidence. Speculation about the significance/implications of the work should be limited.

## Oral presentation format

The session will be chaired.

Not including the first title slide, the presentation should not exceed seven slides of content. All forms of software will be catered for - Emaze/Keynote/Google Presentations/Haiku Deck/PowerPoint.

Your slides may include figures, graphs, tables, photos or other images, references (including the citation if the work is published) and acknowledgements (including funding).

Speakers will be given 10 minutes to present.

At the completion of each presentation, all presenters will form a panel where the audience will have 20 minutes to ask questions to all panel members. It is envisaged this format will create greater audience engagement and robust discussion of key concepts in all presenters' work.

**Please note: In submission of an abstract, and thus presentation within an oral session, you consent to Bendigo Health Regional Critical Care Conference 2017 publishing your abstract, using and publishing your name and the photographs and/or videos (which may contain your image) in any of its publications and materials (including written, electronic or multimedia materials) for distribution, educational, promotional or reporting purposes.**